

Operations and Maintenance EPA Cincinnati Facilities  
Performance Work Statement – Appendix B  
Required Reports

<u>Title</u>	<u>CO</u>	<u>PO</u>	<u>Safety/Security</u> <u>OARM</u>	<u>Safety</u> <u>ORD</u>	<u>Other</u>	<u>Frequency</u>	<u>Comments</u>
Cover Summary Report	x	x				Bi-weekly	
Employee Clearance Form	x	x				As Needed	New Employees Only
O&M Invoices	x	x				Bi-weekly	
Work Request Report	x	x				Bi-weekly	
Property Pass					A-O&M Program Manager	As Needed	
Elevator Preventative Maint.		x				Monthly	
Air Balance Report includes:		x				Monthly	
AC System Air Flow Testing							
AWBERC Exhaust Fans & Fume Hoods							
Lab Pressure Report							
Hood Certification							
Out-of-service Hoods							
Hood Conduction & Airflow Readings							
Lab Water RO/DI		x				Monthly	
Service Call Log		x				Daily	
Monthly Technical Progress Narrative	x	x				Monthly	
Monthly Eyewash & Safety Shower Test		x				Monthly	
Weekly Report		x				Weekly	
Customer Service Report		x				Weekly	
Recycling Report		x				Monthly	
Pest Control Treatment Report		x				Monthly	
Outstanding PM Repairs		x				Monthly	

Monthly PM inspection Report	x	Monthly	
Hot Work Permit	x	As Needed	Post in work area
Time Clock Report	x	Monthly	
Animal Wing HVAC Report	x	Annual	

#### NOTES:

A = Approved

Monthly reports are to be submitted by the 5th working day of the following month. Weekly reports are to be submitted the Monday morning following the week's activities being reported. Daily reports are to be submitted the morning of the following work day.

#### **Data Elements to be included in Reports:**

##### **Cover Summary Report**

Summary of claimed and current cumulative cost. To be included with invoice.

##### **Employee Clearance Form**

This consists of a background check for employees as required by PWS Appendix E.

##### **O&M Invoices**

Needs to include total contract costs, balance claimed, FIN report, productive dollars, productive hours, non-productive hours, non-productive dollars, overtime hours, overtime dollars, and monthly pay as required by Attachment 3 (of contract).

##### **Work Request Report**

Work Order #, Work Request #, Description of Work, Origination Date, Work Order Completion Date, Estimated Start Date, Actual Start Date, Estimated Completion Date, Actual Completion Date, Contact Name, E-mail Date

##### **Property Pass**

Date Issued, Decal Number (If applicable), Reason for Removal, Description of Item Removed, Date Item To Be Returned, Signature of Authorizing Official

## **Air Balance Report**

Includes the following reports:

### **AC System Air Flow Testing**

Room Number, Supply Air CFM Design (1&2), Actual Readings (1&2), Auxiliary Air CFM Design & Actual, Exhaust Air Design (1&2). Return Fan Number, AC Unit Date Supply Checked

### **AWBERC Exhaust Fans & Fume Hoods**

Exhaust Fan Number, Hood Room Numbers, Total Hoods, Exhaust Fan With No Hoods

### **Lab Pressure Report**

Room Number, Date, Reading Y or N (Positive or Negative), Correction Activity (if necessary)

### **Hood Certification Report**

Hood Number, Room Number, Exhaust Fan, Hood Face (Amount Open, Area Sq.Ft. Velocity FPM, Flow CFM), Enter Makeup Air Flow, Certification (Name, Date), Makeup Air Flow CFM

### **Out-of-Service Hoods (Broken Down By Facility)**

Bio & Chemical Hood Status, Total Hoods, Total Hoods in Service, Total Hoods Out of Service, Actions Taken

### **Hood Condition & Airflow Readings**

Hood Number, Date, Instrument Readings, Average Reading, Condition Description

## **Lab Water RO/DI**

“RO” Lab Water Treatment System: Date, Total Chlorine, Hardness, Operator

Lab Water Treatment System-Daily Observations & Readings:

Penthouse: Date, Salt level, Operating temperature, Hour meter, Softener (Before & After), Filter (Before & After)

7th Floor: Rel.% IRR, Megohms/CM

## **Service Call Log**

Room Number, Service Call Problem, Requestor Name, Lab Number, Time Called In/Out, Service Call Mechanic Respond, Hours to Complete, Service Call Number, Status, Follow Up Contact Person & Date

## **Monthly Technical Progress Narrative**

Needs to include a summary of all service calls and work orders from current month. Provide summary of actual cost in relation to budget for the whole year.

## **Monthly Eyewash & Safety Shower Test**

Date of Inspection, Location, Inspector Name

## **Weekly Report**

Highlights of major activities/problems by facility location

### **Customer Service Report**

Work Order Number, Description of Work, Requester Name, Date of initial Email Notification, Date of Status Change Email (if applicable prior to commencement of work), Date of week Advance Notification Email to Customer, Date of Completion Email to Customer

### **Recycling Report**

Date of Pickup, Weight, Type of Material Recycled

### **Pest Control Treatment Report**

Date and Time of Treatment, Location, Chemical/Treatment Used

### **Outstanding PM Repairs**

Date, Item Needing Repair, Reason for Non-Repair, Anticipated Repair Date, Facility Location

### **Monthly PM Inspection Report**

Date Inspected, Item Inspected, Inspection Status, Facility Location, Inspector Name

### **Hot Work Permit**

Application Date, Job Location, Permit Expires, Outline of Hot Work to be Performed, Operator Performing Hot Work, Operator's Organization, Precautions to be Complied With

### **Time Clock Report**

Date, Employee Name, Time-In, Time-Out

### **Animal Wing HVAC Report**

Room Number, Designated Room Use, Air inflow Supply #1, Air inflow Supply #2, Air inflow Supply #3 (all measured in CFM), Total Air inflow (cfh), Room Volume (cf), Number of Changes Per Hour, Air-Conditioning Type Unit, Humidity Control, Last Date Addressed (dd/mm/yy)

## **ADDITIONAL REPORT REQUIREMENTS**

### **General**

The following report is required in addition to the reports identified above in Appendix B to the Performance Work Statement. Monthly reports are to be submitted by the 5th working day of the following month.

### **Monthly Progress Report**

A) The Contractor shall furnish two copies (one to the Contracting Officer and one to the Project Officer) of the combined monthly technical and financial progress stating the progress made, including the percentage of the project completed, and a description of the work accomplished to support the cost. If the work is ordered using work orders, include the

estimated percentage of the task completed during the reporting period of each work order.

B) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.

C) The Contractor shall provide a list of outstanding actions awaiting Project Officer or Contracting Officer authorization, noted with the corresponding work order.

D) The report shall specify financial status and level of effort at the contract level as follows:

- 1) For the current reporting period, display the amount claimed.
- 2) For the cumulative period and the cumulative contract life display all relevant financial and labor data.
- 3) Labor hours expended and remaining for the reporting period and the cumulative period of performance.
- 4) Display the current dollar ceilings in the contract, net amount invoiced and amounts for the following categories: direct labor hours, total estimated costs, fixed fee, subcontracts by individual subcontractor and other direct costs by cost element.

E) The report shall specify financial status at the work order level as follows:

- 1) For the current period, display the amount claimed.
- 2) For the cumulative period, display all relevant financial and labor data pertaining to the current work order amount claimed.
- 3) Labor hours expended for the reporting period and estimates of remaining direct labor hours and costs required to complete open work orders.

(F) This submission does not change the notification requirements of the "Limitation of Cost" or "Limitation of Funds" clauses requiring separate written notice to the Contracting Officer.

(G) The reports shall be submitted to the following addresses on or before the 5<sup>th</sup> working day of each month following the first complete reporting period of the contract. See EPAAR 1552.232-70, Submission of Invoices, paragraph (e), for details on the timing of submittals. Distribute reports as follows:

1 each copy to:  
Contracting Officer  
Project Officer